

# Address Change Notification

Date: [Insert Date]

To: [School Name]

From: [Your Name]

Student Name: [Student's Full Name]

Grade/Class: [Student's Grade/Class]

Subject: Notification of Address Change

Dear [Principal's Name or Appropriate Contact],

I hope this message finds you well. I am writing to formally notify you of a change in our address. Please update your records accordingly.

**Previous Address:**

[Your Old Address]

**New Address:**

[Your New Address]

We kindly request that any future correspondence be sent to our new address. If you need any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to Student]